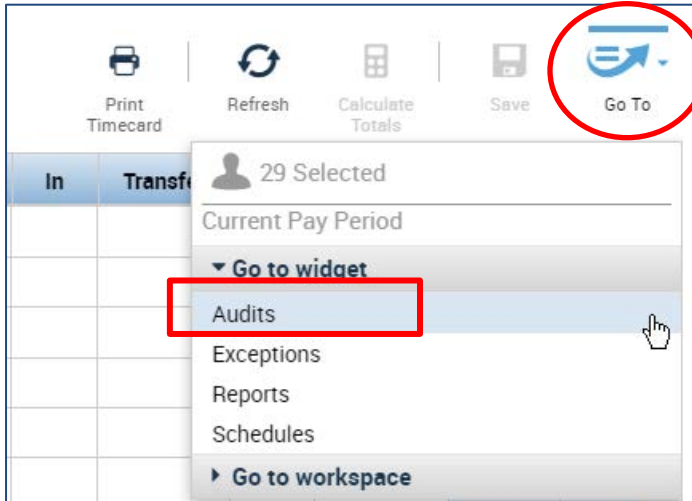


CalTime: Audits: log of employee edits and adjustments

ACCESS AUDITS

From the **Manage My Department Tab**, to the right is a blue panel, if you click on **Audits**, you will be taken to a screen to view any adjustments to an employee's timecard for a specified pay period(s). Note you can also select audits from the **Go To icon** available on the **Timecards Tab**.



VIEW EMPLOYEE LOG OF ADJUSTMENTS

The screen will default to the current pay period and a list of any edits made to the employees timecard. You can select different employees by clicking on the employees name field or scroll through employees by clicking on the forward or backwards arrow displayed below.

The screenshot shows the 'Audits' screen with the following elements:

- Navigation tabs: Manage My Department, Timecards, Audits.
- Filters: Category (Audits), Type of Edit (All), Current Pay Period (dropdown), and a list of employees (Copeland, Bob).
- Table of adjustments:

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
2/27/2017	5:00PM	Add Comm...					Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
2/27/2017	5:00PM	Add Punch					Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
2/27/2017	8:00AM	Add Punch				PPSM_No...	In Punch		3/09/2017	4:34PM (G...	supervisor...	Timecard E...

Note: If you hover your mouse over any of the fields, you will see the full field displayed.

Date: Associated Timecard Date

Time: The time you started or ended your shift

Type: The type of edit that was made

Account: If a special job or friendly name was used

Pay code: The type of pay code used to categorize leave taken

Amount: Amount of hours associated with the Pay code used for leave taken

Work Rule: Will notate a work rule transfer

Override: This field indicates that the time was an in punch or and out punch

Comment: Comments can be inserted by timekeepers or supervisors only

Edit Date: This is the date the timecard was edited

User: This field indicates who made the edit to the timecard

Data Source: Timecard Editor

The screenshot shows the 'Type of Edit' dropdown menu with the following options:

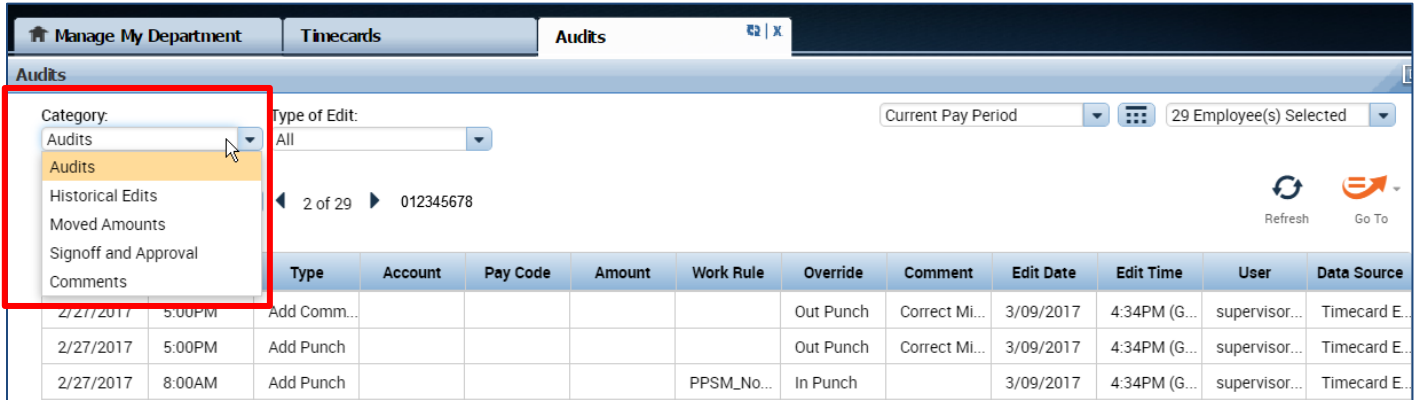
- All
- All
- Punch (Add/Edit/Delete)
- Pay Code (Add/Edit/Delet...
- Hours Worked (Add/Edit/...
- Duration (Add/Edit/Delete)
- Approvals/Sign-offs
- Justification (Add/Edit/De...
- All Retroactive (Add/Edit/...
- Retroactive Punch (Add/E...

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FILTER TYPE OF EDITS OR ADJUSTMENTS

You also have the ability to click the drop down arrow under **Type of Edit**. This will open up a list of types of edits if you are interested in only looking at the audit trail for Pay Codes, punches, etc.

The **Category Field** drop down list shows Historical Edits, Moved Amounts, Sign-off and Approvals and Comments if you want to filter for specific changes made to the employees timecard.



The screenshot shows the 'Audits' section of the CalTime interface. A dropdown menu is open under the 'Category' field, listing options: Audits (highlighted), Historical Edits, Moved Amounts, Signoff and Approval, and Comments. The 'Type of Edit' dropdown is set to 'All'. The interface shows a table of audit entries with columns: Type, Account, Pay Code, Amount, Work Rule, Override, Comment, Edit Date, Edit Time, User, and Data Source. The table contains three rows of data.

Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
Add Comm...					Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
Add Punch					Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
Add Punch				PPSM_No...	In Punch		3/09/2017	4:34PM (G...	supervisor...	Timecard E...